

**ADMINISTRATIVE - INTERNAL USE ONLY**

WJ  
Bldg 631 L  
(General)

3 APR 1963

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Monthly Report - Use of Auditorium

1. This memorandum is for information only.
2. The attachment indicates Auditorium utilization during March 1963.
3. In summary, thirty-three reservations were made of which two were canceled. The total estimated hours in use was  $94\frac{1}{4}$  and an estimated total number of people in attendance was 2,272.

STAT

Acting Director of Logistics

Attachment:  
Auditorium Schedule

OL 3 1868

**ADMINISTRATIVE - INTERNAL USE ONLY**

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## AUDITORIUM SCHEDULE

MONTH: March 1963

No.	DATE	TIME FROM - TO	REQUESTING OFFICE / CONTACTING OFFICER	No. of People	REQUIREMENTS, PA SYSTEM, PROJECTION, ETC.	REMARKS:
1.	1 March	1300 to 1500		400	PA System	STAT
2.	2 March	1000 to 1400		1		Organ Practice
3.	3 March	1400 to 1700		1		Organ Practice
4.	4 March	0830 to 1300		25		Covert Labor Force
5.	4 March	1715 to 1915		1		Organ Practice
6.	5 March	0930 to 1530		180		Blood Donor Program Basement Entrance Audit.
7.	6 March	1030 to 1100		1		Organ Practice
8.	6 March	1130 to 1245		450		Religious Services
9.	7 March	1300 to 1500		25		
10.	9 March	1200 to 1500		1		Organ Practice
11.	10 March	1500 to 1700		1		Organ Practice
12.	11 March	0900 to 1200		PA System		Cancelled
13.	11 March	1030 to 1100		1		Organ Practice

## AUDITORIUM SCHEDULE

Sheet 2 of 3

MONTH: March 1963

No.	DATE	TIME FROM - TO	REQUESTING OFFICE / CONTACTING OFFICE	No. of People	REQUIREMENTS, PA SYSTEM, PROJECTION, ETC.	REMARKS:
14.	11 March	1300 to 1700		12		STAT
15.	12 March	0800 to 1630		6		Cleaning of Auditorium
16.	13 March	1130 to 1245		445	PA System	Religious Services
17.	13 March	0800 to 1030 1300 to 1700		15		
18.	14 March	0830 to 1700		12		
19.	18 March	0900 to 1100		5	16MM & 35MM Projectors	Training
20.	18 March	1730 to 2030		67		Reserve Meeting
21.	20 March	0800 to 0900		1		Organ Practice
22.	20 March	0930 to 1100		15		Film Production Unit
23.	20 March	1130 to 1245		425		Religious Services
24.	21 March	0830 to 1130		3	16MM & 35MM Projectors	Training
25.	21 March	1000 to 1200			Projection Booth	Cancelled
26.	21 March	1200 to 1300		80	Slide Projector	Garden Club

## AUDITORIUM SCHEDULE

Sheet 3 of 3

MONTH: March 1963

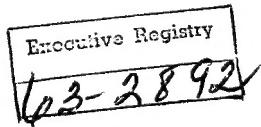
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28 March 1963

fldg + JN  
3/1  
(General)

MEMORANDUM FOR: Colonel White

SUBJECT : Use of Auditorium

1. Attached are reports showing the use made of the auditorium during the period 1 January - 28 March 1963. These reports reflect, in summary:

a. In January a total of eleven reservations were made, of which three were cancelled. It was in use approximately 17 hours, with a total attendance estimated at 825 people.

b. In February nineteen reservations were made, of which three were cancelled. Hours of use totalled 40 1/2, and total attendance was estimated to be 2,944.

c. During 1 - 28 March there were 33 reservations, of which two were cancelled. Exclusive of cleaning and maintenance time, it was in use approximately 78 hours, for a total of about 2,272 people.

STAT

2. This represents a progressive increase in use, but there is room for more. [redacted] has suggested that selected films from the Agency's extensive library be shown, during the noon hour, perhaps two days a week. I believe this is worth serious consideration.

Good  
idea.  
lets  
do.

LBC

RBF

Atts

## AUDITORIUM SCHEDULE

MONTH: March 1963

No.	DATE	TIME FROM TO	REQUESTING OFFICE / CONTACTING OFFICE	No. OF PEOPLE	REQUIREMENTS, PA SYSTEM, PROJECTION, ETC.	REMARKS:	STAT
1.	1 March	1300 to 1500		400	PA System		
2.	2 March	1000 to 1400		1		Organ Practice	
3.	3 March	1400 to 1700		1		Organ Practice	
4.	4 March	0830 to 1300		25		Covert Labor Force	
5.	4 March	1715 to 1915		1		Organ Practice	
6.	5 March	0930 to 1530		180		Blood Donor Program Basement Entrance Audit.	
7.	6 March	1030 to 1100		1		Organ Practice	
8.	6 March	1130 to 1245		450		Religious Services	
9.	7 March	1300 to 1500		25			
10.	9 March	1200 to 1500		1		Organ Practice	
11.	10 March	1500 to 1700		1		Organ Practice	
12.	11 March	0900 to 1200		PA System		Cancelled	
13.	11 March	1030 to 1100		1		Organ Practice	

## AUDITORIUM SCHEDULE

MONTH: March 1963

No.	DATE	TIME FROM - TO	REQUESTING OFFICE & CONTACTING OFFICER	No. of People	REQUIREMENTS, PA SYSTEM, PROJECTION, ETC.	REMARKS:
						STAT
14.	11 March	1300 to 1700		12		
15.	12 March	0800 to 1630		6		Cleaning of Auditorium
16.	13 March	1130 to 1245		445	PA System	Religious Services
17.	13 March	0800 to 1030 1300 to 1700		15		
18.	14 March	0830 to 1700		12		
19.	18 March	0900 to 1100		5	16MM & 35MM Projectors	Training
20.	18 March	1730 to 2030		67		Reserve Meeting
21.	20 March	0800 to 0900		1		Organ Practice
22.	20 March	0930 to 1100		15		Film Production Unit
23.	20 March	1130 to 1245		425		Religious Services
24.	21 March	0830 to 1130		3	16MM & 35MM Projectors	Training
25.	21 March	1000 to 1200			Projection Booth	Cancelled
26.	21 March	1200 to 1300		80	Slide Projector	Garden Club

## AUDITORIUM SCHEDULE

MONTH: March

No.	DATE	TIME FROM - TO	REQUESTING OFFICE & CONTACTING OFFICE	MONTH: March		
				NO. OF PEOPLE	REQUIREMENTS, PA SYSTEM, PROJECTION, ETC.	REMARKS: STAT
27.	23 March	0900 to 1200		1		Organ Practice
28.	25 March	0830 to 1130		3	16MM & 35MM Projectors	Training
29.	25 March	1730 to 2030		1		Organ Practice
30.	27 March	1200 to 1300		45		CIA Choral Group
31.	28 March	0830 to 1130		3	16MM & 35MM Projectors	Training
32.	28 March	1200 to 1300		45		CIA Choral Group
33.	29 March	0830 to 1630		1		Exterminating Auditorium
TOTAL ESTIMATED HOURS USE - $99\frac{1}{4}$			TOTAL ESTIMATED NUMBER OF PEOPLE 2,272			

## AUDITORIUM SCHEDULE

MONTH: FEBRUARY 1963

No.	DATE	TIME FROM - TO	REQUESTING OFFICE & CONTACTING OFFICER	No. OF PEOPLE	REQUIREMENTS, PA SYSTEM, PROJECTION, ETC.	REMARKS:
1.	4 FEB	1745 TO 1945		75		RESERVE MEETING <sup>INT</sup>
2.	5 FEB	0930 TO 1530		238	TABLES & CHAIRS	BLOOD PROGRAM BASEMENT ENT TO 1ST FLOOR
3.	5 FEB	12:00 TO 1300		73		RECREATION OFFICE
4.	7 FEB	12:00 TO 13:00		115		RECREATION OFFICE
5.	8 FEB	12:00 TO 1300		78		RECREATION OFFICE
6.	12 FEB	12:00 TO 1300		75		RECREATION OFFICE
7.	18 FEB	1745 TO 1945		90	PA SYSTEM CHAIRS & TABLES	RESERVE MEETING
8.	19 FEB	1200 TO 1300		40		RECREATION OFFICE
9.	19 FEB	1300 TO 1500			35MM PROJECTOR	CANCELLED
10.	21 FEB	11:00 TO 1200		400	PA SYSTEM	
11.	21 FEB	12:30 TO 13:30		200		
12.	23 FEB	0930 TO 1200		25		
13.	25 FEB	1200 TO 1500				CANCELLED

## AUDITORIUM SCHEDULE

MONTH: FEBRUARY 1963

No.	DATE	TIME FROM - TO	REQUESTING OFFICE & CONTACTING OFFICER	No. OF PEOPLE	REQUIREMENTS, PA SYSTEM, PROJECTION, ETC.	REMARKS:	
						STAT	REMARKS
14.	25 FEB	1745 TO 1945		75			GUARDS MEETINGS
15.	26 FEB	18:00 TO 1300					CANCELLED
16.	26 FEB	0830 TO 1630		30			TRAINING CLASS
17.	27 FEB	0900 TO 1000		30			TRAINING CLASS
18.	27 FEB	1100 TO 1300		1250			RELIGIOUS SERVICE
19.	28 FEB	0830 TO 1630		150	PA. SYSTEM TWO (2) 66" TABORS		GUARDS MEETINGS

ESTIMATED HOME YIELD 40%

ESTIMATED NO. PEOPLE 2944

## AUDITORIUM SCHEDULE

MONTH: JANUARY 1963

No.	DATE	TIME FROM - TO	REQUESTING OFFICE & CONTACTING OFFICE	No. OF PEOPLE	REQUIREMENTS, PA SYSTEM, PROJECTION, ETC.	REMARKS!
1.	JAN 3, 1963	5:45 TO 7:45				STAT CANCELLED
2.	JAN 8, 1963	9:30 TO 4:00			TABLES & CHAIRS	BLOOD PROGRAM BASEMENT ENTR. TO AUDITORIUM
3.	JAN 8, 1963	16:00 TO 1630		300		
4.	JAN 21, 1963	5:45 TO 7:45		150	2 CHAIRS & TYPE RECORDING EQUIPMENT	RESERVE MEETING
5.	JAN 22, 1963	10:15 TO 12:00				CANCELLED
6.	JAN 23, 1963	10:00 TO 12:00		60	4 CHAIRS 2 TABLE	G.E.H.A.
7.	JAN 28, 1963	12:00 TO 4:00				CANCELLED
8.	JAN 28, 1963	5:30 TO 8:30		75		RESERVE MEETING
9.	JAN 29, 1963	12:00 TO 11:00		70		C.I.A. CHORAL GROUP
10.	JAN 30, 1963	12:00 TO 1:00		70		C.I.A. CHORAL GROUP
11.	JAN 31, 1963	12:00 TO 1:00		100		

TOTALS  
ESTIMATED NUMBER 123

DEPARTMENT OF POLICE 825